YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	Suryadatta College of hospitality Management and Travel Tourism
• Name of the Head of the institution	Dr. Rohit Sarin
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02069701368
• Mobile No:	8956932408
• Registered e-mail	schmtt@suryadatta.edu.in
• Alternate e-mail	rohit.saran@suryadatta.edu.in
• Address	Sr. No. 342, Bavdhan, Pune - 411021, Maharashtra, India.
• City/Town	PUNE
• State/UT	Maharashtra
• Pin Code	411021

2.Institutional status

• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

- Financial Status

  Self-financing

- Name of the Affiliating University

  Savitribai Phule Pune University

- Name of the IQAC Coordinator

  Mr. Ulhas Chaudhari

- Phone No.

  02067901347

- Alternate phone No.

  02067901325

- Mobile

  8669602056

- IQAC e-mail address

  schmtt.iqac@gmail.com

- Alternate e-mail address

  schmtt.naac@suryadatta.edu.in

3.Website address (Web link of the AQAR (Previous Academic Year)

https://www.schmtt.org/naac/

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

  https://www.schmtt.org/student-corner/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.27**	**2018**	**26/09/2018**	**25/09/2023**

6.Date of Establishment of IQAC   **03/09/2018**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

  No File Uploaded

9.No. of IQAC meetings held during the year   `4`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File]

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`IQAC monitored the successful deployment of various academic activities such as digital classroom teaching-learning practises, MCQs Mock examinations, and Quiz contests.`

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Planning of academic calendar for New academic year 2021-22 A	Academic Calendar was prepared
Identify new processes and process heads to ensure the seamless operation of the institute.	Processes and process heads are recognised.
Reaseach and Publications	To inspire and motivate teachers in the HOSPITALITY SECTOR to do research and publish their findings.
Students development activities	Increase the quantity of skill and self-development activities available to students in order to prepare them for careers in the hospitality industry.
Industry Interface	To Strengthen Industry Connect

13.Whether the AQAR was placed before statutory body?   **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	Suryadatta College of hospitality Management and Travel Tourism
• Name of the Head of the institution	Dr. Rohit Sarin
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02069701368
• Mobile No:	8956932408
• Registered e-mail	schmtt@suryadatta.edu.in
• Alternate e-mail	rohit.saran@suryadatta.edu.in
• Address	Sr. No. 342, Bavdhan, Pune - 411021, Maharashtra, India.
• City/Town	PUNE
• State/UT	Maharashtra
• Pin Code	411021
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Savitribai Phule Pune University

• Name of the IQAC Coordinator	**Mr. Ulhas Chaudhari**
• Phone No.	**02067901347**
• Alternate phone No.	**02067901325**
• Mobile	**8669602056**
• IQAC e-mail address	**schmtt.iqac@gmail.com**
• Alternate e-mail address	**schmtt.naac@suryadatta.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.schmtt.org/naac/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.schmtt.org/student-corner/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.27**	**2018**	**26/09/2018**	**25/09/2023**

6.Date of Establishment of IQAC	**03/09/2018**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NA	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	No File Uploaded
9.No. of IQAC meetings held during the year	**4**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have	**Yes**

been uploaded on the institutional website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

IQAC monitored the successful deployment of various academic activities such as digital classroom teaching-learning practises, MCQs Mock examinations, and Quiz contests.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Planning of academic calendar for New academic year 2021-22 A	Academic Calendar was prepared
Identify new processes and process heads to ensure the seamless operation of the institute.	Processes and process heads are recognised.
Reaseach and Publications	To inspire and motivate teachers in the HOSPITALITY SECTOR to do research and publish their findings.
Students development activities	Increase the quantity of skill and self-development activities available to students in order to prepare them for careers in the hospitality industry.
Industry Interface	To Strengthen Industry Connect

13.Whether the AQAR was placed before statutory body?	No	

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
yes	28/01/2023

15.Multidisciplinary / interdisciplinary

The Institution is affiliated to Savitribai Phule Pune University.The CBCS design was adopted by the University. According to the CBCS pattern, the university provides various self-learning and value-based non-CGPA interdisciplinary courses. 'Soft skills, Employement development etc., Elections and Good Governance' and 'Personality Development' are the non credit courses for First year students of all fields.
Our university will most likely implement NEP 2020 and provide multidisciplinary courses. We will adhere to the university's regulations and norms.

16.Academic bank of credits (ABC):

According to the National Education Policy 2020, the Academic Bank of Credit (ABC) is established by the institution to assist students' academic mobility. Our institute is also implementing policy guidelines for appropriate credit transfer. The Institute has followed the CBCS pattern established by the institution. The university has advised the institute of the necessary steps for ABC implementation.
Our institute's faculty trained the stakeholders on the subject. The workshop/seminar for ABC implementation is anticipated to be held at the University. The institute designated a faculty member as the Nodal officer in charge of carrying out the university's instructions.

17.Skill development:

The institution believes in holistic student development and provides the greatest quality education and skills to students. In light of this, the institute has recognised key skill and curricular deficiencies and created a number of programmes to

bridge these gaps. These modules are available as value-added courses. The B.Sc.HS programme allows for credit allocation for several value-added courses. Students are advised on the significance of these courses and urged to enrol in them based on their choices.

Aside from that, the institute's co-curricular and extra-curricular programmes assure our students' entire growth.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The institute is actively involved in disseminating our country's rich heritage and traditional wisdom in the disciplines of arts, literature, and culture. For the UG and PG programmes, we used three different language systems. In our curriculum, we use English as an international language, Hindi as the national language, and Marathi as a state / regional language. We are experts in Marathi, Hindi, and English literature. All Humanities disciplines are taught bilingually in Marathi and English. We organised numerous events to preserve and propagate Indian culture and heritage, such as traditional day celebrations, Mehandi, Rangoli, Dance, Singing, Indian regional Cuisine Theme Lunch, Quiz on Indain heritage tourism and various festivals and Marathi Bhasha Savardhan, and so on. Through the participation of students at the university level, we instill Indian culture and values.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Since 2019, our institute has followed the CBCS model of Savitribai Phule Pune University. The university rebuilt the syllabi for all programmes in accordance with CBCS criteria. University reformed programming featured outcomes in the form of course and programme objectives. At the end of the academic year, we have a discussion with the student about the course and programme outcomes. We validate these results using multiple attainment approaches.

20.Distance education/online education:

Distance learning, often known as online education, is a branch of education that focuses on pedagogy, technology, and learning systems in order to deliver instruction to students who are not physically present at the site. The Online Education system was created with the goal of bringing students who are far from education, students who are employed, housewives, or students in the Indian Army who are unable to pursue traditional education. This educational approach enables such pupils to learn at a time

that is convenient for them without interfering with their already hectic routine. After work, in the middle of the night, or on weekends, one can study.
Learning materials and training are available online at any time. Recognising the requirement our institution will do the same most of the time. However, it is not yet in the Institute.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**331**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**0**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**83**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**13**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**15**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**13**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**104.06157**
4.3 Total number of computers on campus for academic purposes	**30**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institute uses the Savitribai Phule Pune University curriculum. The institute creates an academic calendar at the start of each academic year. The head of Departments hold academic planning meetings in cooperation with the Principle to schedule lectures, organise them, and assign the courses to the faculty.

Every faculty member creates a detailed course plan that details the delivery of lectures and practicals. It also contains the concurrent evaluation that each faculty member will complete for each course. The Course Outcomes and their Mapping to Programme

Outcomes are included in the course plan. Through the ERP system, the course plan and its overall execution are monitored. Regular Departmental meetings with the Director are held to attend Employability Skill Development courses, including those that are conducted for the overall growth of the learner. Correction and revision Classes are offered, and students are encouraged to take part in national-level competitions like Atithya. The faculty uses a variety of pedagogies while teaching and learning. The Department Head informs the Director on the curriculum's compliance, and at the conclusion of the term or academic year, an assessment is used to confirm the students' performance.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.schmtt.org/wp-content/uploads/2022/05/Academic-Calender-2021-22.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

A semester-based continuous evaluation system, sometimes referred to as an internal assessment or comprehensive assessment, is carried out by the instructor of the course over the course of the semester. Feedback is provided on the teaching and learning process through continual assessment. The feedback is sent to the relevant student for implementation and future improvement after it has been examined. The Institute continuously evaluates the learners as part of concurrent evaluation to make sure that student learning occurs in a graded manner.

In order for the faculty to monitor student learning and growth and take appropriate action when necessary, concurrent evaluation components are created according to the subject's needs. Each concurrent evaluation component's results are communicated to the students by the teacher.

1. Case Study, Class Test, Small Group Project & Internal VivaVoce, Group Discussion are Suggested Components for Concurrent Evaluation (CE)

2. Presentation, written home assignment, viva, and quiz

By evaluating the pupils' performances, revision and remedial

lessons are held.

An internal (concurrent) evaluation and an external (university) examination are used to determine the candidate's final overall evaluation for each course.

In order to conduct constant internal review, the institute follows the academic calendar.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution runs the course of Bsc Hospitality Management Curriculum is designed by SPPU University, Pune which included

various topics/chapters covering cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. The institution took care to focus on these issues. Environmental Studies is a compulsory subject for all under graduate second year and third year students, related to Environment and Sustainability.

Similarly, Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of University in various subjects in the form of topics, chapters and co-curricular activities like visits , guest lectures , activities and seminars

Environment and Sustainability

About Environment and Sustainability related issues, the students get knowledge of Environmental studies in second year of their degree program.

The institution took care to inculcate values related to environment and sustainability through various practices and programs under NSS and other activities like project reports and assignments. The departments conducted following activities.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	*View File*

1.3.3 - Number of students undertaking project work/field work/ internships

183

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	*View File*

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	<u>View File</u>

1.4.2 - Feedback process of the Institution may be classified as follows   **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<u>View File</u>
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

File Description	Documents
Any additional information	<u>View File</u>
Institutional data in prescribed format	<u>View File</u>

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

39

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are placed into two groups according on their academic performance.

1. A slow Learner

2. A brilliant student

adopting slow learners' strategies

Remedial classes are held in an effort to raise the academic performance of slow learners, absentees, and students involved in sports and other extracurricular activities.

Slow learners receive academic and personal counselling from the tutor, mentor, and counselling cell.

After class hours, slow learners receive bilingual explanations and conversations for greater understanding.

Techniques for advanced students

Students who are advanced learners receive additional certificates.

English communication classes, aptitude tests, and activities relating to job placement are all part of skill development programmes.

Advanced students are urged to sign up for MOOC courses offered by Swayam, TCS iON etc.

Additional educational and reference materials are made available online by organisations like online journals

Students are also encouraged to take part in internal competitions like debates, group discussions, problem-solving activities, and quiz programmes.

In addition to receiving medals at the parent-teacher meeting, students who achieved ranks in the university examination receive significant recognition and motivation from the institution for their academic achievements.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
331	**13**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students participate in industry projects and summer internships as part of project-based learning. Training based on aptitude and soft skills helps students develop their personalities and be more effective in work. Learning based on evidence: Research projects give students the chance to examine evidence and improve their learning. Presentations, desk research, group assignments, and projects are allocated with clear roles for each participant. Exams are set up for enjoyable learning. expert-led seminars and workshops that aim to advance knowledge. Classes are taught using real-world examples from businesses and the environment. The Institute send students for ODC to have industry Experience Case studies and trips to industries for hands-on exposure and experience are used to teach real-world situations.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

At Institute , student centric learning is facilitated through the integration of Information and Communication Technology (ICT) tools. These tools have transformed the teaching process and improved communication and collaboration among parents, educators, and students. The ICT tools employed by the faculty members include: Projector: Enhances visual learning, engagement, and multimedia content delivery. Facilitates real-time note-taking, remote teaching and learning, and collaboration. Digital Classrooms (Zoom, Google Meet and Microsoft Teams): Enables remote teaching and learning, promotes collaboration and interaction, and provides access to digital learning resources. Google Docs, Google Forms, Google Classroom: Supports collaboration, real-time feedback, organization of class materials, and assessment.

Demonstrative videos: increase learning through visualisation, boost memory, cut down on time spent learning, and increase accessibility and engagement.

For academic planning, course distribution, monitoring, conducting exams, generating courseware, and integrating ICT technologies, the Institute uses google platfrom. it easier to conduct surveys, assignment evaluations, tests, an electronic library, and references. The use of ICT tools in the classroom improves student learning, promotes participation, and promotes better communication and teamwork.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.schmtt.org/it-lab/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

0

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

74

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal evaluation gives input on the teaching-learning process. The learners will be evaluated on a constant basis by the Institute as part of the concurrent evaluation to ensure that student learning is graded.

Individual faculty members create the concurrent evaluation components using a range of assessment techniques and following the SPPU requirements.The faculty must convey the internal assessment parameters, including weightage and submission deadlines or schedules in the case of a presentation. The rubrics that will be used to evaluate pupils must communicate with the internal assessment schedule.

SCHMTT has a framework in place to carry out some of the characteristics such as Subjective Exam, Project Report, MCQ quiz, and Assignment.

Students who follow the rules complete the parameters for each

topic.After analysing each internal evaluation criteria, students are notified with remarks and results. Students with low grades are offered the opportunity to improve their grades by submitting additional assignments or specifications.

During the internal assessment procedure, it is ensured that each student has been given the fullest and equal opportunity to upgrade and score well in accordance with the Institute and University requirements.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/2.5.1-Mechanism-of-internal-assessment-is-transparent-1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institution has a well-established and time-bound procedure for Examination and Evaluation to ensure transparency, efficiency, and timeliness in dealing with examination-related issues. There is an Examination Cell for the seamless conduct of internal and external examinations. Faculty members tell students about the numerous concurrent evaluation (CEs) methodologies used in the assessment process throughout the semester at the start of the semester. Any complaints about internal exams are brought to the attention of the appropriate teacher and resolved.

The complaint is settled in the following way:

a) Departmental Level: Faculty conducts extensive concurrent evaluations (CCEs) of students' theoretical lectures, laboratories, assignments, and unit examinations. Any anomalies in internal marks are discussed with faculty and the HOD.

b) College Level: The Institute hires an Internal Senior Supervisor to ensure the smooth administration of University examinations in accordance with University policy. Grievances raised during the administration of Theory examinations are considered and discussed with the Director, and if required, sent to the university by the examination department.

c) Redressal of grievances at the university level: Examination

sections handle queries about results, revaluation/photocopy of answer script, adjustments in mark sheets, and other certificates given by the university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/Examination-Grievances-Registration-form-1.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The following mechanism is followed by the institution to communicate the learning outcomes to the faculty and students. The Program Outcomes (POs) and Course Outcomes (COs) are framed by the Savitribai Phule University (SPPU). All POs and COs are widely propagated and publicized through various means such as display and/or communication specified here under.

Institute's Website

Department Notice Boards

Computer Labs

Student Orientation/Induction Program

Interactions with employers

Parent Teacher Meet

Alumni Meet

Library Premises

While speaking to the Students, the HODs raise awareness of POs and COs. Faculty members, class coordinators, and mentors also inform students, raise awareness, and emphasise the importance of achieving the outcomes.

Programme Outcomes (POs) are broad statements that explain the

professional accomplishments that the programme aspires for and that students must achieve by the end of the programme. POs include various areas of interconnected knowledge, talents, and personality attributes that students must learn during their post-graduation.

Course Outcomes (COs) are plain statements that indicate the essential and enduring discipline knowledge, talents that students should have, and level of learning that is expected upon course completion. They are well defined and communicated

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The curriculum of the Bsc HS program at SCHMTT is provided by the Savitribai Phule Pune University, Pune, under faculty of Science. It is a three-year degree program conducted in semesters.

Currently Choice Based Credit System is followed from the academic year 2019-20 and OBE Measurement Methodology is used in SCHMTT as it is affiliated with SPPU.

3. According to the curriculum:

a. The internal assessment exam serves as continuous assessment for both theory and practise, and concurrent evaluation is undertaken separately by the Institute.

b. The external exam is an end-of-semester examination that includes theory and is administered separately by Savitribai Phule Pune University in Pune.

4. Course attainments are computed following the completion of the end-of-semester examination, and programme outcome attainments are computed following the completion of all course attainments for each semester.

5. Each course outcome is assigned a Programme Attainment for each

course per year. The concerned faculty maps the PO matrix with the course outcomes. Each PO has an accomplishment level of high (3), moderate (2), or slight (1). These are assigned depending on the assessment's practicality.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

74

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/13XXp6ljh-kaNyoPe6byBTiD7PtbOajOYN_SNUnLfULM/edit?ts=64b7c21b&pli=1

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the last five years, extension activities have been carried out in the neighbourhood community, sensitising students to social issues for their holistic growth and influence.

The institute encourages instructors, students, and staff to engage with the neighbourhood community on a regular basis for their complete development.

Development and sustained community development are achieved through a variety of actions. Through activities undertaken in conjunction with non-governmental organisations, community organisations, and government organisations, the institute fosters service orientation and holistic development of students.

The institute maintains a student forum called Rotract Club, which focuses on and ensures that all students participate in social events.

Aside from this institute's ISR committee, the Institute organises a number of extension events to promote the instituteneighborhood community and to raise awareness of community needs and social issues among students and employees.Every year, programmes are launched. Every year, programmes are organised in which students and faculty volunteer to participate in community-based activities with the neighbourhood.

All of the activities and events mentioned above raise students' awareness of social issues and their role in them. It aids in the development of student community relationships, leadership abilities, social skills, perceptual skills, and self-confidence. Develop a love and fraternity for the community, afflicted people/animals, and the poor. It also aided in developing students' latent personalities and raising student awareness.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

46

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has a well-kept lush green campus stretched across acres of land, ensuring enough availability and efficient use of physical facilities for teaching and learning activities.

Classrooms and seminar halls are equipped with sufficient seating capacity to meet the needs of the class and are roomy and well-ventilated, which is critical in pandemic scenarios such as Covid-19. One classroom is an ICT-enabled classroom with amenities such as an Internet connection, an LCD screen, and CCTV cameras for security. Podium for storing instructional materials for optimal lecture delivery. The classrooms are well-lit by a natural and electrical lighting system.Generators are utilised to provide

a constant source of electricity. Projectors and WiFi access are made available to students and faculty. The blackboard, furniture, and white board are all perfectly positioned for use. Seminar Hall equipped with ICT for subject matter expert lectures, paper presentations, conferences, and workshops.

Laboratories: All laboratories are well-equipped with cutting-edge technology. The practicals are carried out in accordance with the SPPU syllabus. The charts and models are also exhibited in the laboratory to help students grasp the practicals. Wi-Fi and LAN connectivity are provided as computing equipment. Students use ICT for Project Presentations, Assignments, and Preparing Study Notes and Menu Recipes. Library: The library is well-stocked with a reasonable quantity of books for reference purposes. It also has magazines and electronic materials. It has a semi-automated OPAC software system that is connected with ERP. The library has a well-equipped reading room with multimedia.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports Facilities, both indoors and outside 1. Playing space: Space has been set aside for students to practise the various games. 2. Sports Equipment: The institute has provided all of the necessary equipment for students to play indoor games, such as chess boards, carrom boards, and table tennis equipment.

A yoga and Zumbzcentre is a dedicated location for yoga and Zumba practise. It provides a relaxing, meditative, and physical exercise setting. Yoga can help people increase their flexibility, reduce stress, and improve their mental health. Individuals can participate in yoga classes, workshops, or personal practise sessions because the university has a dedicated yoga faculty. Every year in February, the Institute hosts the "SURYOTSAV" cultural festival. Every year, cultural and sporting events were held. Students participate in various competitions such as Mehandi, Face Painting, Singing, One Act Play, Dance, Carrom, Chess, Cricket, and so on. The institute regularly holds a

festival in which students participate with various stalls and acquire various business concepts.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.95930

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college features a central library. The library has an extensive collection of text books, referencebooks, and other publications,as well as foreign, peer-reviewed periodicals and bound volumes of journals. There a ding room is wellequipped to seat 50 pupils at once and provides a conducive environment for study. For students and faculty members, a visiting record is kept, and new arrivals of books and periodicals are exhibited on a rack. Closed circuit television(CCTV) surveillance cameras are installed through out the library. Slim:Using library software, the library create dadatabase of its own collection. The library is semi-computerized, with a barcode-based issue-and-return process.It offers over 20,000 e-books and 100e-journals to students and faculty members. Internet and reprography services are available via computer system. The library has CDs, DVDs, CD-ROM databases, a barcode scanner, a printer, and audio-video equipment. Library Automation: All active book collections are updated in the library software database, and students and faculty members have online public access. The library software now allows for book issue and return.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.64462

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT infrastructure is the collection of hardware, software, network resources, and services needed to support the presence, operation, and management of a corporate IT environment. The Institute has established an IT cell to handle hardware and internet connectivity, as well as a Software Development Cell to handle

software installation, production of new software, and maintenance.

In today's digital age, a strong and up-to-date IT infrastructure is critical for effective communication, research, and information access for students, teachers, and staff.

Having a dependable Wi-Fi network allows individuals within the institution to seamlessly connect their devices to the internet.

It allows users to use online resources, conduct research, cooperate on projects, and keep in touch with the worldwide community. Wi-Fi infrastructure upgrades assure that the network can handle the growing demand for internet connectivity and support a large number of concurrent users.

Furthermore, modernising IT infrastructures extends beyond Wi-Fi. It entails upgrading hardware, software, and other infrastructure components on a regular basis. This assures that the institution can support cutting-edge technologies, software programmes, and digital tools that improve learning and working environments.

The institution exhibits its dedication to providing a modern and technologically sophisticated environment for its members by maintaining the IT facilities up to date. It enables students and professors to use technology in their academic, research, and administrative endeavours. It also encourages innovation, productivity, and cooperation by making cutting-edge software, online resources, and digital platforms available.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/

4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	View File
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.70609

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Laboratories: All laboratory equipment is maintained by technical support personnel. If necessary, services are obtained from outside agencies. The stock register is kept up to date. On-demand purchases of new equipment are made. The lab attendant and a sweeper keep the place tidy.

Library: Book storage racks are organised by subject and labelled

for easy tracking. Naphthalene balls are used to secure the books and journals. Book binding is completed as needed. There are also two CCTV cameras installed. The Accession Register, Stock Register, and so on are kept up to date. Annual book verification and physical inspection are performed on a yearly basis.

Sports Facilities: A sports ground is accessible for outdoor sports activities such as basketball, volleyball, and cricket. Indoor games such as carom, chess, and others are also offered to pupils during their leisure time. The in-house sports director maintains the same position.

Computers: Computers are monitored and maintained on a regular basis. All computers and peripherals are checked for problems by the appropriate technical assistance. Software upgrades, ICT tool and internet-related issues are handled by the respective service providers.

Classrooms: All of the classrooms are airy and properly ventilated, and they have the necessary infrastructure. Furniture such as benches and tables are constantly maintained. For security purposes, HD CCTV cameras have been deployed across the campus and classrooms.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

43

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

98

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.schmtt.org/student-corner/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

84

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

18

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students Council comprises of student representatives from different classes, students from each of the following activities: Sports, Cultural, NSS. Two lady students are nominated by the principal, along with the principal, one teacher, one NSS Program Coordinator, and the director of sports. The student council works towards looking after the welfare of the students and promoting and coordinating extracurricular activities for better participation and self-development. The students are also members of the Grievance Redressel Committee, Anti-Ragging Committee, Women Anti-Harassment Cell, Reservation Committee (SC, ST), Library Committee, and Student Class Representatives, which help in administration.

The institute has in place an effective mentoring system through which students' performance and challenges are identified, and necessary guidance is given for improvement. Each student's performance record is maintained, and they are counseled for improvement in their weaknesses. The class counselors ensure complete confidentiality of the students' identity. Common issues raised by the students are discussed in faculty meetings.

Each class has two staff members appointed as class counselors to monitor the academic activities of each student. The staff members are approachable, and students take the opportunity to seek guidance and suggestions for various situations. Student representation in various committees plays a vital role, and their suggestions help in active participation and redressal of issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

19

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Once students graduate and begin their careers in the hotel sector, they will leave a legacy for the Institute. The Association intends to help and assist the

Management of the institute in performing any developmental actions for the institution's overall development. All genuine students of Dr. Arvind B. Telang IHM are welcome to join the Association.

This Institute has become a symbol for producing not just brilliant students but also decent citizens. It aims to improve young employability and entrepreneurial abilities by cooperating with the institute on various activities to bridge the gap between

academic and corporate. The majority of our Institute's Alumni are employed in various sectors of the hospitality industry and they have the necessary experience to provide the greatest possible education to our present Students.

It serves as a platform for alumni to support and enhance the Institution's pursuit of academic excellence, to promote and cultivate friendly connections among all members of the alumni body, and to guide and help graduates who have just completed their studies in obtaining employment. They also advise students on how to advance their careers and provide information on the most recent industry requirements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution seeks to provide a dynamic and resilient education that will result in a transformation in the attitudes, capacities, and skills of the students, leading to individual growth and, as a result, community and national development. It also aspires to guide higher education towards inclusive excellence through institutional reform, as well as to deepen and broaden knowledge regarding the development and application of human capacities. Suryadatta's SCHMTT strives to strengthen faculty and staff commitment to the importance of diversity, social justice, and democratic citizenship, as well as to provide our students with the hospitality skills needed to respond to the opportunities and challenges associated with ever-changing societal demographics. Through a diverse living environment in which students live with

persons studying different subjects and coming from many walks of life.Through a caring, supporting environment across the College, intellectual development is enhanced and circumstances for social transformation are established.

File Description	Documents
Paste link for additional information	https://www.schmtt.org/about-schmtt/vision-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The SCHMTT (Hotel Management College) of the Suryadatta Education Foundation encourages participative management. Ideas for academic goals, organisational advancement, and improved campus life are solicited from all stakeholders in order to boost the College's efficient operation. Objectives: To collect contributions from all Hospitality Eternity stakeholders, including industry, alumni, and students. To improve hospitality best practises and connect the industry. Management endorsement: Suryadatta Education Foundation's Management normally makes all significant decisions. The Principal formally presented this plan at the monthly meeting, which was quickly approved. Collaboration with a third party: Organising such an event is a mammoth effort that would have been impossible without the support of an outside firm. As a result, the chairwoman of the Suryadatta Education Foundation was formally approached, and an MoU was signed.Budgetary Provision: A budgetary provision was submitted for approval to Management. Operational Practises: The institute's principal is authorised to make decisions and take actions relevant to everyday operations such as: Admission Preparing the Academic Calendar University Compliances and Submission Preparing the Time Table Arranging Visits, Demonstrations, and Workshop Planning Budget Income and Expenditure Analysis and Report Preparation

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.1.2-The-effective-leadership-is-visible-in-various-institutional-practices.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has grown tremendously in the last elevenyears. I have a strategic plan to introduce job-related courses. Certificate and diploma courses are offered through several categories - 21 value add on certificate courses are introduced and offered to all students for competitive skill development in hospitality. NSS was in charge of extension activities. B.Sc (Hospitality Studies) was created in 2004 and has shown significant development in enrollment since then. Staff Development Programmes were implemented to improve the skills and knowledge of both teaching and non-teaching personnel. More students from low-income families were admitted with a minimal charge, and merit scholarships were made available to pupils. Identifying and training rural adolescents in sporting activities on the second campus to improve pupils' employment skills Initiated numerous unique activities, including attempts at world records, them events, and gala events. Encourage students to participate in co-curricular and extracurricular activities. To encourage faculty to publish papers and UGC-approved national and international journals. Efficient erudition teaching procedure Increasing the Number of Placements Discipline is essential. Institute for Women/Students/Faculty Grievances. Interaction with Industry, Alumni Interaction, and Outreach Activities

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://www.schmtt.org/aqar/#1658727286908-366877ee-cbea
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Policies, administrative setup, appointment and service regulations, processes, and so forth demonstrate that institutional bodies perform effectively and efficiently. The Governing Body (SCHMTT President and Managing Council), SCHMTT Principal, Head of Departments, Teaching staff, Non-teaching staff, and Support units / Departments are the essential components of the college's organisational structure. It examines the institutional strategic plan, which establishes the academic goals and objectives of the institution as well as the financial and recruitment tactics. Through the involvement of external members in various Committees/Boards, the organisational structure lends itself to the maintenance of institutional capacity and educational effectiveness. The institute's stakeholders are represented on the institution's many committees. Decisions are taken at the appropriate levels of the organisational hierarchy. SCHMTT completely adheres to the service rules established by the UGC. It is also displayed on the college website. The recruitment procedure is carried out in accordance with the University's rules, and a body comprised of university representatives, management, the Principal, and external subject specialists determines the merit of the candidates based on their performance in the interview according to the specifications given by UoM.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.schmtt.org/wp-content/uploads/2022/07/6.2.2-Organogram-of-the-Institution.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	<u>View File</u>
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

We as an institution have developed an amazing work culture of respect for one another, providing an environment conducive to academic and personal progress. We think that as the personnel expands, so will the institution. To reach the intended standards, the institution has organised personality development programmes, equipment training, reagent preparation, cleaning and maintenance of glassware, equipment, and so on for non-teaching employees. Non-teaching staff has been encouraged to participate in demonstration activities to learn how to use the equipment in accordance with SOP. Along with this, the institution provides welfare measures such as: performance-based incentives for teaching personnel. Staff pursuing higher education are permitted to take study leave to complete their exams.

The college has established a professional development allowance to cover a wide range of academic activities.

The college has organised personality development programmes for non-teaching personnel. Along with this, the institution provides welfare measures such as: performance-based incentives for teaching personnel. Staff pursuing higher education are permitted to take study leave to complete their exams. Along with this, the institution provides welfare measures such as: performance-based incentives for teaching staff

File Description	Documents
Paste link for additional information	https://www.schmtt.org/aqar/#1658727286908 -366877ee-cbea
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The administration of Suryadatta has a comprehensive performance review system in place for both teaching and non-teaching personnel. Teaching Personnel: API (Academic Performance Indicator): At the end of the academic year, faculty members are

expected to complete the Academic Performance Indicator (API) format. In this case, the UGC-designed proforma is employed. Teachers choose their API scores first, and the principal then finalises the ratings based on the documentation given by the teachers. The teachers were urged to take on more initiatives in their respective fields based on their API scores. This group will evaluate each department's performance. An exit meeting is also arranged in which the personnel is informed of any shortfalls/gaps and recommended to develop further.The principal must submit to the SEF office an action taken report on the remarks raised by the academic audit team. Feedback from students: At the end of each year, students' input is gathered to evaluate the faculty's performance. Non-teaching Staff Performance Evaluation: The Principal directly supervises the non-teaching employees and has frequent meetings to oversee the administrative and financial issues.

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.3.5-Institutions-Performance-Appraisal-System.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

To maintain financial compliance, Suryadatta's SCHMTT has built a process for performing internal and external audits on financial transactions every year. The institution's internal financial committee conducts an internal audit every six months. The following mechanisms are used to monitor the effective and efficient use of financial resources: 1. Prior to the start of each fiscal year, the principal/HOD delivers to management a budget allocation plan based on recommendations from the heads of all departments. 2. The college budget contains recurrent expenses such as payroll, power, internet charges, maintenance costs, stationery, other consumable charges, and so on, as well as non-recurring expenses such as lab equipment purchases, furniture, and other development costs.

3. The accounts department will monitor the expenses in accordance

**with the budget set by management. Internal auditing procedure: An
internal financial committee audits all vouchers every six months.
External audit: The college's accounts are audited on a regular
basis by chartered accountants in accordance with government
regulations. Following the audit, the auditor checks that all
payments are properly authorised, and the report is given to
management for approval.**

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.4.1-Institution-conducts-internal-and-external-financial-audits.pdf
Upload any additional information	**No File Uploaded**

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

**Institutional solutions for mobilising finances and maximising
resource utilisation The Institute maintains and adheres to a well-
planned procedure for mobilising funding and resources. The
procedure involves the institute's numerous committees, as well as
the Department Heads and the Accounts Office. The Institute has
developed some specific regulations for the use of funds and
resources. Funds mobilisation, the student The tuition fee is the
institute's primary source of revenue. Individual colleges receive
need-based loans from the administration. Seminars and workshops
are sponsored by a variety of government and non-government**

organisations. Alumni support the institute by contributing donations to acquire goods such as water coolers and wall clocks. Individual and corporate sponsorships are sought for cultural events and festivals.A finance committee has been formed to oversee the most efficient use of cash for various recurring and nonrecurring expenses. The procurement committee solicits vendor quotes for the purchase of equipment, computers, books, and so on. The finance and purchase committees review the quotations before making a final decision based on characteristics such as cost, quality, terms of service, and so on.

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.4.3-Institutional-strategies-for-mobilization-of-funds.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Quality initiatives at educational institutions are a collection of tactics and processes used to improve the quality of education offered to students. These projects seek to improve students' learning experiences and to establish an atmosphere that promotes academic performance, innovation, and growth. IQAC has made important contributions to the institutionalisation of quality assurance systems and processes for each of the following Criteria:

Teaching & Learning

Research and Development

Community Engagement

Human Resource Management

Industry Interaction

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching and Learning: Through IQAC, the Institution reviews the teaching and learning process, structures, and methodology of operations.

Improvement in academic activities and instructional quality, enhanced teacher-student connection, improved student academic performance R&D: Through training, seminars, and quality publications, the IQAC promotes a quality culture in teachers by supporting self-development. Every year, faculty members participate in skill development sessions/courses, and the number and quality of patents has increased.

Community Engagement: The Institute has a Rotaract Club, a Rural Development activity under the Unnat Bharat Scheme, and organises numerous events in the neighbourhood community on a regular basis to instill social responsibility among the Institute's students. Responsibilities in Society Outcomes: Increases social awareness and fosters creative instincts in students, motivating them to be responsible citizens.

Human Resource Management: Achieved through faculty improvement programmes to improve instructor quality, a well-defined recruitment policy, and career development opportunities. Outcomes: A healthy learning and growth environment, as well as advanced technical tools for a better teaching environment.

Industry involvement outcomes include: providing students with the most recent industry and technological updates, developing a corporate environment, and signing numerous memorandums of understanding.

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.5.2-The-institution-reviews-its-teaching-learning-process.pdf
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.schmtt.org/wp-content/uploads/2022/07/ISO-SCHMTT-2021-24.pdf https://www.schmtt.org/wp-content/uploads/2021/03/SCHMTT-All-Report-MHRD-National-Institutional-Ranking-Framework-NIRF-SCHMTT.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SCHMTT has a strong belief in treating all individuals of diverse gender, caste, creed, race, ethnicity, linguistic, religious, political, social status, origin, with respect The college environment has a distinct culture, professionalism, belief in traditions and law and maintains equality across all demographics

especially gender.

Measures for gender equality :

• Good number of female employees in the teaching as well as non-teaching staff.

• Girls participation in World Aids Day

• Regular rounds of lady security guards conducted in all areas of the college

• Valuing traditions by conducting a talk on 'Science and Spirituality' by distinguished Kirtankar Jaishree Yewale

• Women anti-harassment committee meetings conducted 2 times every semester to address issues in case they occur.

• Sessions on self-defense conducted all the girl students so that it will help them to protect themselves in adverse conditions

• Field trips conducted where girls are encouraged to attend

• Tree plantation drive involving girl students

• Freshers party always as lady faculty present at all times to ensure safety of girl students.

• Bakery workshop was conducted for ladies to develop them for entrepreneurship.

• International Women's day celebrated to honor the women in society.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for   B. Any 3 of the above

alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

To maintain environmental sustainability, SCHMTT, a prestigious institution, places a great emphasis on effective waste management. It has created cutting-edge facilities to manage both degradable and non-degradable garbage, including solid and liquid waste, using a holistic strategy. The university has put in place a well-organized system for solid waste management. It features designated waste collection locations strategically positioned throughout the campus to encourage students, instructors, and staff to dispose of their waste responsibly. The debris is then separated into many types, including paper, plastic, glass, and organic waste. Dedicated waste management personnel ensure that these segregated wastes are properly treated. Organic waste is composted to create nutrient-rich manure, while recyclables are recycled.Furthermore, through workshops, seminars, and campaigns, SCHMTT raises awareness and educates its stakeholders on the necessity of waste management. Individuals are encouraged to actively participate in waste reduction and management practises as a result of this.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available   A. Any 4 or all of the above

in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities   **C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College consistently encourages students to organise and participate in various programmes organised by the college, intercollege, university, and other government or nongovernment organisations.

1. 'Konkan' Theme dinner was organized to explore the culture and cuisine of the konkan region
2. Session on self-defense enabled our girl students to become self reliant and safeguard themselves in the event of any mishap
3. Fresher's party is conducted to get-together students from diverse backgrounds coming together as they begin their academic journey
4. Bakery workshop conducted on the occasion of International women's day to help women learn simple bakery products the help of minimum investment.
5. 'Save fort drive - Raireshwar' Tal. Velha, Dist. Pune was conducted to sensitise students towards sustainable tourism practices and protect our heritage
6. Tree plantation drive at Andeshe was conducted to know the importance of trees in our environment
7. Dental Health check-up camp at Andeshe village where students are taught the responsibilities of being a good citizen.
8. International Yoga Day celebration has a multifold impact – to make aware about the rich cultural heritage, to teach ancient ways of maintaining a healthy body and mind
9. Unity Day is celebrated on the occasion of the birthday of Shri Vallabhbhai Patel who is identified as the "Father of Unity of India'.
10. Swami Vivekanand Jayanti

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution also prioritises educating its employees and students on their constitutional responsibilities, which include the following key rights: Equality before the law: Ensuring that no one is denied equality before the law or equal protection under the law by the state. Freedom of expression, the right to organise groups or unions, freedom of travel throughout India, the right to

reside and settle wherever in India, and the ability to engage in any profession, trade, or business are all examples of rights to freedom. Recognising everyone's equal rights to religious freedom, including the freedom to profess, practise, and propagate their views within the limitations of laws governing public morals, health, and safety.

Right to Life: Protecting the right to life and personal liberty, especially in the case of criminal convictions. It is also agreed that the different languages, scripts, and cultures of India's population must be preserved. Recognising the essential importance of privacy as a component of the right to life and personal freedom. To raise knowledge and comprehension of these constitutional rights, the institute hosts a variety of programmes aimed at both staff and students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. International Yoga day was celebratedon 21st June to raise awareness about the benefits of yoga. Yoga has various physical and mental benefits. This is an old practice which originated in India. This yoga practice includes many physical exercises such as breathing, postures, and mental exercises such as meditation or dhyan yog. All staff and students joined the yoga session.

2. International Women's Day (IWD) is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity.

- celebrate women's achievements
- educate and awareness raise for women's equality
- call for positive change advancing women
- lobby for accelerated gender parity

3. National Unity Day is celebrated every year on 31st October to commemorate the birth anniversary ofSardar Vallabhbhai Patel.It is also known asRashtriya Ekta Diwas. The reason behind the celebration of this day is tomake students aware of the ideas of staying together and uplifting society.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the Practice 'Daily reporting of daily tasks'.

The objectives :

a) That staff members are aware of their daily tasks

b) That staff members are transparent in their daily work

c) That staff members are utilizing their time optimally

d) That the record serves as a reference for staff members to perform their duties

e) That head of college is aware of tasks handled by staff members

f) That management is aware of tasks handled by staff members

The daily report is prepared by staff members and shared at the end of the day with the head of college as well as management via email. It is also shared again with the above at the end of the month.

2. Title of the Practice 'Theme based culinary events'

The objectives:

a) To encourage experiential learning

b) To encourage students to put theory into practice

c) To enhance learning with activity based learning

Students conceptualize a theme based culinary event with guidance from faculty members. They learn the concepts of menu planning, organizing, purchasing, costing and profitability, including several management principles such as team work, planning, decision making, handling contingencies, financial aspects, law aspects, etc

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

SCHMTT's distinctiveness is evident in the conduct of several capacity building and personality improvement sessions and programs conducted at the college. The following programs have been devised to enhance students attitudes and aptitudes :

For First year students

1. Outbound leadership training
2. Holistic well-being and happiness
3. Business etiquettes
4. Human valus and professional ethics
5. Business English certification
6. Hygiene and healthcare management
7. Health and fitness(yoga/meditation/gymnasium)

For second year students

1. Self defense (karate/taekwondo)
2. Professional bar tending & mixology
3. Performing arts (zumba/contemporary/aerobics)
4. First aid and fire safety
5. Value based education
6. Event management
7. Startup, creating new ventures & entrepreneurship

For third year students

1. MOOC's

2. Hospitality employment enhancement
3. Carving skills and techniques
4. Employability enhancement programs
5. Food photography
6. Soft skills and personality development
7. Bakery / sugar craft / chocolate art

Apart from these the college conducts several workshops, sessions, guest lectures and visits to enhance theoretical learning by experiential learning. We also conduct several theme-based culinary events where students learn the management principles of organizing, planning, coordination, controlling, decision making, staffing, etc.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institute uses the Savitribai Phule Pune University curriculum. The institute creates an academic calendar at the start of each academic year. The head of Departments hold academic planning meetings in cooperation with the Principle to schedule lectures, organise them, and assign the courses to the faculty.

Every faculty member creates a detailed course plan that details the delivery of lectures and practicals. It also contains the concurrent evaluation that each faculty member will complete for each course. The Course Outcomes and their Mapping to Programme Outcomes are included in the course plan. Through the ERP system, the course plan and its overall execution are monitored. Regular Departmental meetings with the Director are held to attend Employability Skill Development courses, including those that are conducted for the overall growth of the learner. Correction and revision Classes are offered, and students are encouraged to take part in national-level competitions like Atithya. The faculty uses a variety of pedagogies while teaching and learning. The Department Head informs the Director on the curriculum's compliance, and at the conclusion of the term or academic year, an assessment is used to confirm the students' performance.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.schmtt.org/wp-content/uploads/2022/05/Academic-Calender-2021-22.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

A semester-based continuous evaluation system, sometimes referred to as an internal assessment or comprehensive assessment, is carried out by the instructor of the course over

the course of the semester. Feedback is provided on the teaching and learning process through continual assessment. The feedback is sent to the relevant student for implementation and future improvement after it has been examined. The Institute continuously evaluates the learners as part of concurrent evaluation to make sure that student learning occurs in a graded manner.

In order for the faculty to monitor student learning and growth and take appropriate action when necessary, concurrent evaluation components are created according to the subject's needs. Each concurrent evaluation component's results are communicated to the students by the teacher.

1. Case Study, Class Test, Small Group Project & Internal VivaVoce, Group Discussion are Suggested Components for Concurrent Evaluation (CE)

2. Presentation, written home assignment, viva, and quiz

By evaluating the pupils' performances, revision and remedial lessons are held.

An internal (concurrent) evaluation and an external (university) examination are used to determine the candidate's final overall evaluation for each course.

In order to conduct constant internal review, the institute follows the academic calendar.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of	B. Any 3 of the above

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

1

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution runs the course of Bsc Hospitality Management Curriculum is designed by SPPU University, Pune which included various topics/chapters covering cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics. The institution took care to focus on these issues. Environmental Studies is a compulsory subject for all under graduate second year and third year students, related to Environment and Sustainability.

Similarly, Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of University in various subjects in the form of topics, chapters and co-curricular activities like visits , guest lectures , activities and seminars

Environment and Sustainability

About Environment and Sustainability related issues, the students get knowledge of Environmental studies in second year of their degree program.

The institution took care to inculcate values related to environment and sustainability through various practices and programs under NSS and other activities like project reports and assignments. The departments conducted following activities.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

183

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

39

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students are placed into two groups according on their academic performance.

1. A slow Learner

2. A brilliant student

adopting slow learners' strategies

Remedial classes are held in an effort to raise the academic performance of slow learners, absentees, and students involved in sports and other extracurricular activities.

Slow learners receive academic and personal counselling from the tutor, mentor, and counselling cell.

After class hours, slow learners receive bilingual explanations and conversations for greater understanding.

Techniques for advanced students

Students who are advanced learners receive additional certificates.

English communication classes, aptitude tests, and activities relating to job placement are all part of skill development programmes.

Advanced students are urged to sign up for MOOC courses offered

by Swayam, TCS iON etc.

Additional educational and reference materials are made available online by organisations like online journals

Students are also encouraged to take part in internal competitions like debates, group discussions, problem-solving activities, and quiz programmes.

In addition to receiving medals at the parent-teacher meeting, students who achieved ranks in the university examination receive significant recognition and motivation from the institution for their academic achievements.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
331	**13**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Students participate in industry projects and summer internships as part of project-based learning. Training based on aptitude and soft skills helps students develop their personalities and be more effective in work. Learning based on evidence: Research projects give students the chance to examine evidence and improve their learning. Presentations, desk research, group assignments, and projects are allocated with clear roles for each participant. Exams are set up for enjoyable learning. expert-led seminars and workshops that aim to advance knowledge. Classes are taught using real-world examples from businesses and the environment. The Institute

send students for ODC to have industry Experience Case studies and trips to industries for hands-on exposure and experience are used to teach real-world situations.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

At Institute , student centric learning is facilitated through the integration of Information and Communication Technology (ICT) tools. These tools have transformed the teaching process and improved communication and collaboration among parents, educators, and students. The ICT tools employed by the faculty members include: Projector: Enhances visual learning, engagement, and multimedia content delivery. Facilitates real-time note-taking, remote teaching and learning, and collaboration. Digital Classrooms (Zoom, Google Meet and Microsoft Teams): Enables remote teaching and learning, promotes collaboration and interaction, and provides access to digital learning resources. Google Docs, Google Forms, Google Classroom: Supports collaboration, real-time feedback, organization of class materials, and assessment.

Demonstrative videos: increase learning through visualisation, boost memory, cut down on time spent learning, and increase accessibility and engagement.

For academic planning, course distribution, monitoring, conducting exams, generating courseware, and integrating ICT technologies, the Institute uses google platfrom. it easier to conduct surveys, assignment evaluations, tests, an electronic library, and references. The use of ICT tools in the classroom improves student learning, promotes participation, and promotes better communication and teamwork.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.schmtt.org/it-lab/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

13

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

`0`

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

`74`

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal evaluation gives input on the teaching-learning process. The learners will be evaluated on a constant basis by the Institute as part of the concurrent evaluation to ensure that student learning is graded.

Individual faculty members create the concurrent evaluation components using a range of assessment techniques and following the SPPU requirements.The faculty must convey the internal assessment parameters, including weightage and submission deadlines or schedules in the case of a presentation. The rubrics that will be used to evaluate pupils must communicate with the internal assessment schedule.

SCHMTT has a framework in place to carry out some of the characteristics such as Subjective Exam, Project Report, MCQ quiz, and Assignment.

Students who follow the rules complete the parameters for each topic.After analysing each internal evaluation criteria, students are notified with remarks and results. Students with low grades are offered the opportunity to improve their grades by submitting additional assignments or specifications.

During the internal assessment procedure, it is ensured that each student has been given the fullest and equal opportunity to upgrade and score well in accordance with the Institute and University requirements.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/2.5.1-Mechanism-of-internal-assessment-is-transparent-1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institution has a well-established and time-bound procedure for Examination and Evaluation to ensure transparency, efficiency, and timeliness in dealing with examination-related issues. There is an Examination Cell for the seamless conduct of internal and external examinations. Faculty members tell students about the numerous concurrent evaluation (CEs) methodologies used in the assessment process throughout the semester at the start of the semester. Any complaints about internal exams are brought to the attention of the appropriate teacher and resolved.

The complaint is settled in the following way:

a) Departmental Level: Faculty conducts extensive concurrent evaluations (CCEs) of students' theoretical lectures, laboratories, assignments, and unit examinations. Any anomalies in internal marks are discussed with faculty and the HOD.

b) College Level: The Institute hires an Internal Senior Supervisor to ensure the smooth administration of University examinations in accordance with University policy. Grievances raised during the administration of Theory examinations are considered and discussed with the Director, and if required, sent to the university by the examination department.

c) Redressal of grievances at the university level: Examination sections handle queries about results, revaluation/photocopy of answer script, adjustments in mark sheets, and other certificates given by the university.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/Examination-Grievances-Registration-form-1.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The following mechanism is followed by the institution to communicate the learning outcomes to the faculty and students. The Program Outcomes (POs) and Course Outcomes (COs) are framed by the Savitribai Phule University (SPPU). All POs and COs are widely propagated and publicized through various means such as display and/or communication specified here under.

Institute's Website

Department Notice Boards

Computer Labs

Student Orientation/Induction Program

Interactions with employers

Parent Teacher Meet

Alumni Meet

Library Premises

While speaking to the Students, the HODs raise awareness of POs and COs. Faculty members, class coordinators, and mentors also inform students, raise awareness, and emphasise the importance of achieving the outcomes.

Programme Outcomes (POs) are broad statements that explain the professional accomplishments that the programme aspires for and that students must achieve by the end of the programme. POs include various areas of interconnected knowledge, talents, and personality attributes that students must learn during their post-graduation.

Course Outcomes (COs) are plain statements that indicate the essential and enduring discipline knowledge, talents that students should have, and level of learning that is expected upon course completion. They are well defined and communicated

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The curriculum of the Bsc HS program at SCHMTT is provided by the Savitribai Phule Pune University, Pune, under faculty of Science. It is a three-year degree program conducted in semesters.

Currently Choice Based Credit System is followed from the academic year 2019-20 and OBE Measurement Methodology is used in SCHMTT as it is affiliated with SPPU.

3. According to the curriculum:

a. The internal assessment exam serves as continuous assessment for both theory and practise, and concurrent evaluation is undertaken separately by the Institute.

b. The external exam is an end-of-semester examination that includes theory and is administered separately by Savitribai Phule Pune University in Pune.

4. Course attainments are computed following the completion of the end-of-semester examination, and programme outcome attainments are computed following the completion of all course

attainments for each semester.

5. Each course outcome is assigned a Programme Attainment for each course per year. The concerned faculty maps the PO matrix with the course outcomes. Each PO has an accomplishment level of high (3), moderate (2), or slight (1). These are assigned depending on the assessment's practicality.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

74

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/13XXp6ljh-kaNyoPe6byBTiD7PtbOajOYN_SNUnLfULM/edit?ts=64b7c21b&pli=1

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During the last five years, extension activities have been carried out in the neighbourhood community, sensitising

students to social issues for their holistic growth and influence.

The institute encourages instructors, students, and staff to engage with the neighbourhood community on a regular basis for their complete development.

Development and sustained community development are achieved through a variety of actions. Through activities undertaken in conjunction with non-governmental organisations, community organisations, and government organisations, the institute fosters service orientation and holistic development of students.

The institute maintains a student forum called Rotract Club, which focuses on and ensures that all students participate in social events.

Aside from this institute's ISR committee, the Institute organises a number of extension events to promote the instituteneighborhood community and to raise awareness of community needs and social issues among students and employees.Every year, programmes are launched. Every year, programmes are organised in which students and faculty volunteer to participate in community-based activities with the neighbourhood.

All of the activities and events mentioned above raise students' awareness of social issues and their role in them. It aids in the development of student community relationships, leadership abilities, social skills, perceptual skills, and self-confidence. Develop a love and fraternity for the community, afflicted people/animals, and the poor. It also aided in developing students' latent personalities and raising student awareness.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

46

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has a well-kept lush green campus stretched across acres of land, ensuring enough availability and efficient use of physical facilities for teaching and learning activities.

Classrooms and seminar halls are equipped with sufficient seating capacity to meet the needs of the class and are roomy and well-ventilated, which is critical in pandemic scenarios such as Covid-19. One classroom is an ICT-enabled classroom with amenities such as an Internet connection, an LCD screen, and CCTV cameras for security. Podium for storing instructional materials for optimal lecture delivery. The classrooms are well-lit by a natural and electrical lighting system.Generators are utilised to provide a constant source of electricity. Projectors and WiFi access are made available to students and faculty. The blackboard, furniture, and white board are all perfectly positioned for use. Seminar Hall equipped with ICT for subject matter expert lectures, paper presentations, conferences, and workshops.

Laboratories: All laboratories are well-equipped with cutting-edge technology. The practicals are carried out in accordance with the SPPU syllabus. The charts and models are also exhibited in the laboratory to help students grasp the practicals. Wi-Fi and LAN connectivity are provided as computing equipment. Students use ICT for Project Presentations, Assignments, and Preparing Study Notes and Menu Recipes. Library: The library is well-stocked with a reasonable quantity of books for reference purposes. It also has magazines and electronic materials. It has a semi-automated OPAC software system that is connected with ERP. The library has a well-equipped reading room with multimedia.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports Facilities, both indoors and outside 1. Playing space: Space has been set aside for students to practise the various games. 2. Sports Equipment: The institute has provided all of the necessary equipment for students to play indoor games, such as chess boards, carrom boards, and table tennis equipment.

A yoga and Zumbzcentre is a dedicated location for yoga and Zumba practise. It provides a relaxing, meditative, and physical exercise setting. Yoga can help people increase their flexibility, reduce stress, and improve their mental health. Individuals can participate in yoga classes, workshops, or personal practise sessions because the university has a dedicated yoga faculty. Every year in February, the Institute hosts the "SURYOTSAV" cultural festival. Every year, cultural and sporting events were held. Students participate in various competitions such as Mehandi, Face Painting, Singing, One Act Play, Dance, Carrom, Chess, Cricket, and so on. The institute regularly holds a festival in which students participate with various stalls and acquire various business concepts.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.95930

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college features a central library. The library has an extensive collection of text books, referencebooks, and other publications,as well as foreign, peer-reviewed periodicals and bound volumes of journals. There a ding room is wellequipped to seat 50 pupils at once and provides a conducive environment for study. For students and faculty members, a visiting record is kept, and new arrivals of books and periodicals are exhibited on a rack. Closed circuit television(CCTV) surveillance cameras are installed through out the library. Slim:Using library software, the library create dadatabase of its own collection. The library is semi-computerized, with a barcode-based issue-and-return process.It offers over 20,000 e-books and 100e-

journals to students and faculty members. Internet and reprography services are available via computer system. The library has CDs, DVDs, CD-ROM databases, a barcode scanner, a printer, and audio-video equipment. Library Automation: All active book collections are updated in the library software database, and students and faculty members have online public access. The library software now allows for book issue and return.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.64462

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT infrastructure is the collection of hardware, software, network resources, and services needed to support the presence, operation, and management of a corporate IT environment. The Institute has established an IT cell to handle hardware and internet connectivity, as well as a Software Development Cell to handle software installation, production of new software, and maintenance.

In today's digital age, a strong and up-to-date IT infrastructure is critical for effective communication, research, and information access for students, teachers, and staff.

Having a dependable Wi-Fi network allows individuals within the institution to seamlessly connect their devices to the internet.

It allows users to use online resources, conduct research, cooperate on projects, and keep in touch with the worldwide community. Wi-Fi infrastructure upgrades assure that the network can handle the growing demand for internet connectivity and support a large number of concurrent users.

Furthermore, modernising IT infrastructures extends beyond Wi-Fi. It entails upgrading hardware, software, and other infrastructure components on a regular basis. This assures that the institution can support cutting-edge technologies, software programmes, and digital tools that improve learning and working environments.

The institution exhibits its dedication to providing a modern and technologically sophisticated environment for its members by maintaining the IT facilities up to date. It enables students and professors to use technology in their academic, research, and administrative endeavours. It also encourages innovation, productivity, and cooperation by making cutting-edge software, online resources, and digital platforms available.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/

4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

2.70609

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Laboratories: All laboratory equipment is maintained by technical support personnel. If necessary, services are obtained from outside agencies. The stock register is kept up to date. On-demand purchases of new equipment are made. The lab attendant and a sweeper keep the place tidy.

Library: Book storage racks are organised by subject and labelled for easy tracking. Naphthalene balls are used to secure the books and journals. Book binding is completed as needed. There are also two CCTV cameras installed. The Accession Register, Stock Register, and so on are kept up to date. Annual book verification and physical inspection are performed on a yearly basis.

Sports Facilities: A sports ground is accessible for outdoor sports activities such as basketball, volleyball, and cricket. Indoor games such as carom, chess, and others are also offered to pupils during their leisure time. The in-house sports director maintains the same position.

Computers: Computers are monitored and maintained on a regular basis. All computers and peripherals are checked for problems by the appropriate technical assistance. Software upgrades, ICT tool and internet-related issues are handled by the respective service providers.

Classrooms: All of the classrooms are airy and properly ventilated, and they have the necessary infrastructure. Furniture such as benches and tables are constantly maintained. For security purposes, HD CCTV cameras have been deployed

across the campus and classrooms.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.schmtt.org/about-schmtt/infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

43

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

98

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	https://www.schmtt.org/student-corner/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

84

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

18

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Students Council comprises of student representatives from different classes, students from each of the following activities: Sports, Cultural, NSS. Two lady students are nominated by the principal, along with the principal, one teacher, one NSS Program Coordinator, and the director of sports. The student council works towards looking after the welfare of the students and promoting and coordinating extracurricular activities for better participation and self-development. The students are also members of the Grievance Redressel Committee, Anti-Ragging Committee, Women Anti-Harassment Cell, Reservation Committee (SC, ST), Library Committee, and Student Class Representatives, which help in administration.

The institute has in place an effective mentoring system through which students' performance and challenges are identified, and necessary guidance is given for improvement. Each student's performance record is maintained, and they are counseled for improvement in their weaknesses. The class counselors ensure complete confidentiality of the students' identity. Common issues raised by the students are discussed in faculty meetings.

Each class has two staff members appointed as class counselors to monitor the academic activities of each student. The staff members are approachable, and students take the opportunity to seek guidance and suggestions for various situations. Student representation in various committees plays a vital role, and their suggestions help in active participation and redressal of issues.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year

19

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Once students graduate and begin their careers in the hotel sector, they will leave a legacy for the Institute. The Association intends to help and assist the

Management of the institute in performing any developmental actions for the institution's overall development. All genuine students of Dr. Arvind B. Telang IHM are welcome to join the Association.

This Institute has become a symbol for producing not just brilliant students but also decent citizens. It aims to improve young employability and entrepreneurial abilities by cooperating with the institute on various activities to bridge the gap between academic and corporate. The majority of our Institute's Alumni are employed in various sectors of the hospitality industry and they have the necessary experience to provide the greatest possible education to our present Students.

It serves as a platform for alumni to support and enhance the Institution's pursuit of academic excellence, to promote and cultivate friendly connections among all members of the alumni body, and to guide and help graduates who have just completed their studies in obtaining employment. They also advise

students on how to advance their careers and provide information on the most recent industry requirements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution seeks to provide a dynamic and resilient education that will result in a transformation in the attitudes, capacities, and skills of the students, leading to individual growth and, as a result, community and national development. It also aspires to guide higher education towards inclusive excellence through institutional reform, as well as to deepen and broaden knowledge regarding the development and application of human capacities. Suryadatta's SCHMTT strives to strengthen faculty and staff commitment to the importance of diversity, social justice, and democratic citizenship, as well as to provide our students with the hospitality skills needed to respond to the opportunities and challenges associated with ever-changing societal demographics. Through a diverse living environment in which students live with persons studying different subjects and coming from many walks of life.Through a caring, supporting environment across the College, intellectual development is enhanced and circumstances for social transformation are established.

File Description	Documents
Paste link for additional information	https://www.schmtt.org/about-schmtt/vision-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The SCHMTT (Hotel Management College) of the Suryadatta Education Foundation encourages participative management. Ideas for academic goals, organisational advancement, and improved campus life are solicited from all stakeholders in order to boost the College's efficient operation. Objectives: To collect contributions from all Hospitality Eternity stakeholders, including industry, alumni, and students. To improve hospitality best practises and connect the industry. Management endorsement: Suryadatta Education Foundation's Management normally makes all significant decisions. The Principal formally presented this plan at the monthly meeting, which was quickly approved. Collaboration with a third party: Organising such an event is a mammoth effort that would have been impossible without the support of an outside firm. As a result, the chairwoman of the Suryadatta Education Foundation was formally approached, and an MoU was signed.Budgetary Provision: A budgetary provision was submitted for approval to Management. Operational Practises: The institute's principal is authorised to make decisions and take actions relevant to everyday operations such as: Admission Preparing the Academic Calendar University Compliances and Submission Preparing the Time Table Arranging Visits, Demonstrations, and Workshop Planning Budget Income and Expenditure Analysis and Report Preparation

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.1.2-The-effective-leadership-is-visible-in-various-institutional-practices.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has grown tremendously in the last elevenyears. I have a strategic plan to introduce job-related courses. Certificate and diploma courses are offered through several categories - 21 value add on certificate courses are introduced and offered to all students for competitive skill development in hospitality. NSS was in charge of extension activities. B.Sc (Hospitality Studies) was created in 2004 and has shown significant development in enrollment since then. Staff Development Programmes were implemented to improve the skills and knowledge of both teaching and non-teaching personnel. More students from low-income families were admitted with a minimal charge, and merit scholarships were made available to pupils. Identifying and training rural adolescents in sporting activities on the second campus to improve pupils' employment skills Initiated numerous unique activities, including attempts at world records, them events, and gala events. Encourage students to participate in co-curricular and extracurricular activities. To encourage faculty to publish papers and UGC-approved national and international journals. Efficient erudition teaching procedure Increasing the Number of Placements Discipline is essential. Institute for Women/Students/Faculty Grievances. Interaction with Industry, Alumni Interaction, and Outreach Activities

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://www.schmtt.org/aqar/#1658727286908-366877ee-cbea
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Policies, administrative setup, appointment and service regulations, processes, and so forth demonstrate that institutional bodies perform effectively and efficiently. The Governing Body (SCHMTT President and Managing Council), SCHMTT Principal, Head of Departments, Teaching staff, Non-teaching staff, and Support units / Departments are the essential components of the college's organisational structure. It

examines the institutional strategic plan, which establishes the academic goals and objectives of the institution as well as the financial and recruitment tactics. Through the involvement of external members in various Committees/Boards, the organisational structure lends itself to the maintenance of institutional capacity and educational effectiveness. The institute's stakeholders are represented on the institution's many committees. Decisions are taken at the appropriate levels of the organisational hierarchy. SCHMTT completely adheres to the service rules established by the UGC. It is also displayed on the college website. The recruitment procedure is carried out in accordance with the University's rules, and a body comprised of university representatives, management, the Principal, and external subject specialists determines the merit of the candidates based on their performance in the interview according to the specifications given by UoM.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.schmtt.org/wp-content/uploads/2022/07/6.2.2-Organogram-of-the-Institution.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

We as an institution have developed an amazing work culture of respect for one another, providing an environment conducive to academic and personal progress. We think that as the personnel expands, so will the institution. To reach the intended standards, the institution has organised personality development programmes, equipment training, reagent preparation, cleaning and maintenance of glassware, equipment, and so on for non-teaching employees. Non-teaching staff has been encouraged to participate in demonstration activities to learn how to use the equipment in accordance with SOP. Along with this, the institution provides welfare measures such as: performance-based incentives for teaching personnel. Staff pursuing higher education are permitted to take study leave to complete their exams.

The college has established a professional development allowance to cover a wide range of academic activities.

The college has organised personality development programmes for non-teaching personnel. Along with this, the institution provides welfare measures such as: performance-based incentives for teaching personnel. Staff pursuing higher education are permitted to take study leave to complete their exams. Along with this, the institution provides welfare measures such as: performance-based incentives for teaching staff

File Description	Documents
Paste link for additional information	https://www.schmtt.org/aqar/#1658727286908-366877ee-cbea
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The administration of Suryadatta has a comprehensive performance review system in place for both teaching and non-teaching personnel. Teaching Personnel: API (Academic Performance Indicator): At the end of the academic year, faculty members are expected to complete the Academic Performance Indicator (API) format. In this case, the UGC-designed proforma is employed. Teachers choose their API scores first, and the principal then finalises the ratings based on the documentation given by the teachers. The teachers were urged to take on more initiatives in their respective fields based on their API scores. This group will evaluate each department's performance. An exit meeting is also arranged in which the personnel is informed of any shortfalls/gaps and recommended to develop further.The principal must submit to the SEF office an action taken report on the remarks raised by the academic audit team. Feedback from students: At the end of each year, students' input is gathered to evaluate the faculty's performance. Non-teaching Staff Performance Evaluation: The Principal directly supervises the non-teaching employees and has frequent meetings to oversee the administrative and financial issues.

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads /2022/07/6.3.5-Institutions-Performance- Appraisal-System.pdf
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

To maintain financial compliance, Suryadatta's SCHMTT has built a process for performing internal and external audits on financial transactions every year. The institution's internal financial committee conducts an internal audit every six months. The following mechanisms are used to monitor the effective and efficient use of financial resources: 1. Prior to the start of each fiscal year, the principal/HOD delivers to management a budget allocation plan based on recommendations from the heads of all departments. 2. The college budget contains recurrent expenses such as payroll, power, internet charges, maintenance costs, stationery, other consumable charges, and so on, as well as non-recurring expenses such as lab equipment purchases, furniture, and other development costs.

3. The accounts department will monitor the expenses in accordance with the budget set by management. Internal auditing procedure: An internal financial committee audits all vouchers every six months. External audit: The college's accounts are audited on a regular basis by chartered accountants in accordance with government regulations. Following the audit, the auditor checks that all payments are properly authorised, and the report is given to management for approval.

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.4.1-Institution-conducts-internal-and-external-financial-audits.pdf
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institutional solutions for mobilising finances and maximising resource utilisation The Institute maintains and adheres to a well-planned procedure for mobilising funding and resources. The procedure involves the institute's numerous committees, as well as the Department Heads and the Accounts Office. The Institute has developed some specific regulations for the use of funds and resources. Funds mobilisation, the student The tuition fee is the institute's primary source of revenue. Individual colleges receive need-based loans from the administration. Seminars and workshops are sponsored by a variety of government and non-government organisations. Alumni support the institute by contributing donations to acquire goods such as water coolers and wall clocks. Individual and corporate sponsorships are sought for cultural events and festivals.A finance committee has been formed to oversee the most efficient use of cash for various recurring and nonrecurring expenses. The procurement committee solicits

vendor quotes for the purchase of equipment, computers, books, and so on. The finance and purchase committees review the quotations before making a final decision based on characteristics such as cost, quality, terms of service, and so on.

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.4.3-Institutional-strategies-for-mobilization-of-funds.pdf
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Quality initiatives at educational institutions are a collection of tactics and processes used to improve the quality of education offered to students. These projects seek to improve students' learning experiences and to establish an atmosphere that promotes academic performance, innovation, and growth. IQAC has made important contributions to the institutionalisation of quality assurance systems and processes for each of the following Criteria:

Teaching & Learning

Research and Development

Community Engagement

Human Resource Management

Industry Interaction

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of

operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

```
Teaching and Learning: Through IQAC, the Institution reviews
the teaching and learning process, structures, and methodology
of operations.

Improvement in academic activities and instructional quality,
enhanced teacher-student connection, improved student academic
performance R&D: Through training, seminars, and quality
publications, the IQAC promotes a quality culture in teachers
by supporting self-development. Every year, faculty members
participate in skill development sessions/courses, and the
number and quality of patents has increased.

Community Engagement: The Institute has a Rotaract Club, a
Rural Development activity under the Unnat Bharat Scheme, and
organises numerous events in the neighbourhood community on a
regular basis to instill social responsibility among the
Institute's students. Responsibilities in Society Outcomes:
Increases social awareness and fosters creative instincts in
students, motivating them to be responsible citizens.

Human Resource Management: Achieved through faculty improvement
programmes to improve instructor quality, a well-defined
recruitment policy, and career development opportunities.
Outcomes: A healthy learning and growth environment, as well as
advanced technical tools for a better teaching environment.

Industry involvement outcomes include: providing students with
the most recent industry and technological updates, developing
a corporate environment, and signing numerous memorandums of
understanding.
```

File Description	Documents
Paste link for additional information	https://www.schmtt.org/wp-content/uploads/2022/07/6.5.2-The-institution-reviews-its-teaching-learning-process.pdf
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	B. Any 3 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://www.schmtt.org/wp-content/uploads/2022/07/ISO-SCHMTT-2021-24.pdf https://www.schmtt.org/wp-content/uploads/2021/03/SCHMTT-All-Report-MHRD-National-Institutional-Ranking-Framework-NIRF-SCHMTT.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

SCHMTT has a strong belief in treating all individuals of diverse gender, caste, creed, race, ethnicity, linguistic, religious, political, social status, origin, with respect The college environment has a distinct culture, professionalism, belief in traditions and law and maintains equality across all demographics especially gender.

Measures for gender equality :

• Good number of female employees in the teaching as well as non-teaching staff.

• Girls participation in World Aids Day

• Regular rounds of lady security guards conducted in all areas

of the college

• Valuing traditions by conducting a talk on 'Science and Spirituality' by distinguished Kirtankar Jaishree Yewale

• Women anti-harassment committee meetings conducted 2 times every semester to address issues in case they occur.

• Sessions on self-defense conducted all the girl students so that it will help them to protect themselves in adverse conditions

• Field trips conducted where girls are encouraged to attend

• Tree plantation drive involving girl students

• Freshers party always as lady faculty present at all times to ensure safety of girl students.

• Bakery workshop was conducted for ladies to develop them for entrepreneurship.

• International Women's day celebrated to honor the women in society.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

To maintain environmental sustainability, SCHMTT, a prestigious institution, places a great emphasis on effective waste management. It has created cutting-edge facilities to manage both degradable and non-degradable garbage, including solid and liquid waste, using a holistic strategy. The university has put in place a well-organized system for solid waste management. It features designated waste collection locations strategically positioned throughout the campus to encourage students, instructors, and staff to dispose of their waste responsibly. The debris is then separated into many types, including paper, plastic, glass, and organic waste. Dedicated waste management personnel ensure that these segregated wastes are properly treated. Organic waste is composted to create nutrient-rich manure, while recyclables are recycled.Furthermore, through workshops, seminars, and campaigns, SCHMTT raises awareness and educates its stakeholders on the necessity of waste management. Individuals are encouraged to actively participate in waste reduction and management practises as a result of this.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College consistently encourages students to organise and participate in various programmes organised by the college, intercollege, university, and other government or nongovernment organisations.

1. 'Konkan' Theme dinner was organized to explore the culture and cuisine of the konkan region
2. Session on self-defense enabled our girl students to become self reliant and safeguard themselves in the event of any mishap
3. Fresher's party is conducted to get-together students from diverse backgrounds coming together as they begin their academic journey
4. Bakery workshop conducted on the occasion of International women's day to help women learn simple

bakery products the help of minimum investment.

5. 'Save fort drive - Raireshwar' Tal. Velha, Dist. Pune was conducted to sensitise students towards sustainable tourism practices and protect our heritage

6. Tree plantation drive at Andeshe was conducted to know the importance of trees in our environment

7. Dental Health check-up camp at Andeshe village where students are taught the responsibilities of being a good citizen.

8. International Yoga Day celebration has a multifold impact – to make aware about the rich cultural heritage, to teach ancient ways of maintaining a healthy body and mind

9. Unity Day is celebrated on the occasion of the birthday of Shri Vallabhbhai Patel who is identified as the "Father of Unity of India'.

10. Swami Vivekanand Jayanti

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution also prioritises educating its employees and students on their constitutional responsibilities, which include the following key rights: Equality before the law: Ensuring that no one is denied equality before the law or equal protection under the law by the state. Freedom of expression, the right to organise groups or unions, freedom of travel throughout India, the right to reside and settle wherever in India, and the ability to engage in any profession, trade, or business are all examples of rights to freedom. Recognising everyone's equal rights to religious freedom, including the freedom to profess, practise, and propagate their views within the limitations of laws governing public morals, health, and safety.

Right to Life: Protecting the right to life and personal liberty, especially in the case of criminal convictions. It is

also agreed that the different languages, scripts, and cultures of India's population must be preserved. Recognising the essential importance of privacy as a component of the right to life and personal freedom. To raise knowledge and comprehension of these constitutional rights, the institute hosts a variety of programmes aimed at both staff and students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

1. International Yoga day was celebratedon 21st June to raise awareness about the benefits of yoga. Yoga has various physical and mental benefits. This is an old practice which originated

in India. This yoga practice includes many physical exercises such as breathing, postures, and mental exercises such as meditation or dhyan yog. All staff and students joined the yoga session.

2. International Women's Day (IWD) is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity.

- celebrate women's achievements
- educate and awareness raise for women's equality
- call for positive change advancing women
- lobby for accelerated gender parity

3. National Unity Day is celebrated every year on 31st October to commemorate the birth anniversary ofSardar Vallabhbhai Patel.It is also known asRashtriya Ekta Diwas. The reason behind the celebration of this day is tomake students aware of the ideas of staying together and uplifting society.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the Practice 'Daily reporting of daily tasks'.

The objectives :

a) That staff members are aware of their daily tasks

b) That staff members are transparent in their daily work

c) That staff members are utilizing their time optimally

d) That the record serves as a reference for staff members to perform their duties

e) That head of college is aware of tasks handled by staff members

f) That management is aware of tasks handled by staff members

The daily report is prepared by staff members and shared at the end of the day with the head of college as well as management via email. It is also shared again with the above at the end of the month.

2. Title of the Practice 'Theme based culinary events'

The objectives:

a) To encourage experiential learning

b) To encourage students to put theory into practice

c) To enhance learning with activity based learning

Students conceptualize a theme based culinary event with guidance from faculty members. They learn the concepts of menu planning, organizing, purchasing, costing and profitability, including several management principles such as team work, planning, decision making, handling contingencies, financial aspects, law aspects, etc

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

SCHMTT's distinctiveness is evident in the conduct of several capacity building and personality improvement sessions and programs conducted at the college. The following programs have been devised to enhance students attitudes and aptitudes :

For First year students

1. Outbound leadership training
2. Holistic well-being and happiness
3. Business etiquettes
4. Human valus and professional ethics
5. Business English certification
6. Hygiene and healthcare management
7. Health and fitness(yoga/meditation/gymnasium)

For second year students

1. Self defense (karate/taekwondo)
2. Professional bar tending & mixology
3. Performing arts (zumba/contemporary/aerobics)
4. First aid and fire safety
5. Value based education
6. Event management
7. Startup, creating new ventures & entrepreneurship

For third year students

1. MOOC's
2. Hospitality employment enhancement
3. Carving skills and techniques
4. Employability enhancement programs
5. Food photography
6. Soft skills and personality development
7. Bakery / sugar craft / chocolate art

Apart from these the college conducts several workshops, sessions, guest lectures and visits to enhance theoretical learning by experiential learning. We also conduct several theme-based culinary events where students learn the management principles of organizing, planning, coordination, controlling, decision making, staffing, etc.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of action for Academic year 2022-23

a) Updating of infrastructure to include current trends in the college

b) Celebration of festivals of all religions to inculcate a feeling of harmony and enhance the practice of 'Unity in diversity'

c) Conduction of surprise class tests by each subject in MCQ model or descriptive model as suitable to the subject

d) Increase the number of intra-collegiate competitions to promote the spirit of sportsmanship

e) Improvise in documentation of record keeping systems

f) Organize lecture series for encourage research paper writing amongst faculty members

g) Encourage faculty members to undertake minor/major research projects in partnership with the industry

h) Encourage faculty members to publish in national and international journals of repute